

RENTAL AGREEMENT

The Alexandria Law Library, located at 520 King Street, Lower Level, Alexandria, Virginia, 22314, hereby agrees to lease the below-described audio-visual equipment to:

Name: _____

Firm Name: _____

Office Address: _____

Office Phone #: _____

<u>Item</u>	<u>Serial #</u>	<u>Mfg. Model</u>	<u>Condition</u>
1 TV/VCR combination w/ rolling cabinet	K8AA11976	Panasonic PV-M2768	NEW: 4/99

TERMS

The term of this lease will be for ___ day(s), beginning at 9:00am _____ and ending at 5:00pm _____. The library is open from 9:00am until 5:00pm, Monday through Friday. If the equipment is needed prior to 9:00am or beyond 5:00pm, arrangements must be made in advance with the librarian. The equipment must be returned to the Jury Commissioner's office on the 4th floor of the courthouse.

In consideration for leasing the above-described property, lessee agrees to pay the Alexandria Law Library, as rent for this property, the sum of \$50.00 per day, payable in advance by cash, check or money order.

Lessee agrees to use the property in a careful and proper manner and will comply with all laws, ordinances and regulations relating to the possession, use or maintenance of the property. The property will be used only within the confines of the courthouse building located at 520 King Street. At no time shall it be removed from the courthouse building. The equipment is intended to be used in the case of _____.

If the equipment malfunctions or become inoperable at any time during the lease period, the lessee will immediately notify the Alexandria Law Library by calling 838-4077. Lessee assumes all risk of loss and damage to the property from any cause. In the event of complete loss, lessee agrees to reimburse the Alexandria Law Library in the amount of \$1,000. In the event of damage, lessee agrees to pay either the full costs of repair or \$1,000, whichever is less.

Lessee expressly releases the Alexandria Law Library from any and all liability related to the above mentioned equipment.

Lessee's Signature: _____ Date: _____

Deposit received: _____